



EUROPEAN COMMISSION

Job Description Form

Job description version 5 (*Active*)
Job no. 87440 in *ENEST.R.4.DEL.Turkiye.005*
Valid from 15/04/2026

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Finance and Contracts Officer - Verification

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Ensures, under the authority of the Head of Section, the legality and regularity of transactions in compliance with applicable regulations, procedures, and instructions. Performs ex-ante controls on tender and contract documentation in decentralised management, assessing quality, legality, regularity, and sound financial management. Contributes to the coordination of sector activities and ensures follow-up of files and processes within his/her remit, notably in Direct Management, but also across other management modalities. Carries out duties in line with the job description as assigned by the hierarchy, in accordance with the Staff Regulations.

Functions and duties

+ BUDGET and FINANCE

- *Verify and validate financial transactions (budgetary commitments, contracts, agreements, amendments, pre-financing, cost claims, clearing of pre-financing, interim and final payments, recovery of funds, forecast of revenues, guarantees, waivers, bank account fiches, closures, etc.) addressing all legality, regularity, financial, accountancy and budget aspects.*
- *Ensure that the adequate financial circuits are in place and followed.*
- *Review, advise and comment on requests for funds from national authorities and clearance of accounts where required.*
- *Participate in the analysis of requests for payment, and payment of advance payments in line with the financial circuits (routing slips, checklists, encoding in CRIS/SUMMA/OPSYS, archiving).*
- *Monitor the implementation dates of the contracts, drawing the attention of the operational team to potential decommitments and closures.*
- *Participate in the preparation of closure files according to the approved financial circuits (routing slips, checklists, encoding in CRIS/SUMMA/OPSYS, archiving). Monitor payment deadlines and suspension of payments, in order to ensure compliance with payments deadlines. Other tasks: prepare letters, notes for the file, etc. monitoring tables.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Initiate and process all aspects of the procurement and call for proposals processes in cooperation with operational colleagues: terms of Reference, guidelines, description of the action, launching tenders, evaluating the bids, preparing the contracting file.*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects, ensure timely follow-up of issues and propose corrective actions where needed.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Support operational colleagues in preparing calls for proposals, guidelines, tender files and dossiers and contribution and administrative agreements, contracts and addenda and ensure consistency and completeness of the files throughout the process, from preparation to signature and implementation follow-up. Ensure their conformity with the Financial Regulation, practical guides (PRAG) and instruction notes. Process them in accordance with the prevailing financial circuits (checklists, coordination, validation and encoding in OPSYS, PPMT, eTED, ARES and SUMMA).*
- *Participate in tender evaluations as Chairperson/Secretary, prepare and verify evaluation reports.*
- *Ensure conformity of procurement, calls for proposals, contribution and administrative agreements, contracts and addenda, with the Financial Regulation, practical guides (PRAG) and instruction notes. Chairperson or Secretary, prepare and verify evaluation reports.*
- *Participate in tender and call for proposals evaluation committees as an observer.*
- *Assist the national authorities with the management of complaints.*

+ AUDIT, CONTROL and INSPECTION

- *Assist with audit missions and preparation of audit plans.*
- *Follow-up on audit reports and other controls.*
- *Assist in analysing complaints and/or irregularities/fraud cases.*
- *Flag any control/risk issue of a process / systemic nature to management, including identification of recurring patterns and potential systemic weaknesses, and contribute to the definition of appropriate remedial actions.*
- *Participate and report following internal/ external project related monitoring meetings, on-site visits/ controls etc.*

+ EXTERNAL COMMUNICATION (general)

- Coordinate with the relevant national authorities and contractors on matters related to cooperation programmes and projects.
- Contribute to external communication and the dissemination of knowledge on contractual matters.
- Draft answers to complaints and follow-up complaint cases and requests for conciliation procedures.

+ INTERNAL COMMUNICATION (general)

- Ensure smooth exchange of information with other sections of the Delegation and with the concerned services at headquarters and contribute to the preparation of briefings and structured inputs for management decision-making when required.
- Contribute to internal communication and knowledge on calls for proposals, procurement, contribution and administrative agreements, contracts and addenda.

Job requirements

Experience"

+ BUDGET and FINANCE, PROCUREMENT and CONTRACT MANAGEMENT, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 3 years

Qualifier:desirable

+ ACCOUNTING

Job-Related experience:at least 1 year

Qualifier:essential

+ AUDIT, CONTROL and INSPECTION

Job-Related experience:at least 1 year

Qualifier:essential

Experience within the EU institutions, EU Delegations or EU Agencies is an advantage.

Knowledge of the management information systems OPSYS, PPMT, eTED, CRIS and SUMMA is an advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

Knowledge

- BUDGET, FINANCE, CONTRACTS and ACCOUNTING
 - BUDGET and FINANCE
 - Financial regulation and procedures
 - PROCUREMENT and CONTRACT MANAGEMENT
 - Calls for tender
 - Calls for proposals and evaluation/selection process
- AUDIT, CONTROL and INSPECTION
 - GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)
 - Audit standards, techniques and review methods
- EDUCATION and TRAINING (general)
 - TRAINING DELIVERY
- IT TOOLS for SPECIFIC APPLICATION AREAS
 - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
 - CRIS (Common Relex Information System) Saisie FED
 - SINCOM2 (Système INformatique COMptable)

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Ability to communicate in meetings*
 - *Capacity to communicate technical or specialised information*
 - *Capacity to present issues to an audience*
 - *Didactic skills*
 - *Drafting skills*
- *Delivering Quality and Results*
 - *Eye for detail / Accuracy*
- *Working with Others*
 - *Ability to work in a team*
 - *Knowledge sharing*
 - *Sociability skills*

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

- ☐ Atypical working hours
- ☐ Specialised Job

Missions

- ☐ Frequent, i.e. 2 or more missions / month
- ☐ Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

- ☐ Noisy environment
- ☐ Physical effort / materials handling
- ☐ Work with chemicals / biological materials
- ☐ Radioprotection area
- ☐ Use of personal protective equipment
- ☐ Other

Comments:

Other

Comments: